



# CITY OF HOUSTON

**Strategic Purchasing Division**  
Administration and Regulatory Affairs  
Department

Bill White

Mayor

Calvin D. Wells  
City Purchasing Agent  
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Houston, Texas 77251-1562

F. 832-393-8700  
<https://purchasing.houstontx.gov>

August 8, 2008

Subject: Letter of Clarification No. 1  
Padlocks, Door Locks and Associated Hardware

Reference: Invitation to Bid (ITB) No.: S42-S22964

To All Prospective Suppliers:

This Letter of Clarification is issued for the following reasons:

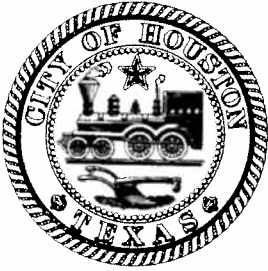
- To revise the above referenced solicitation as follows:
  1. In the Invitation to Bid, page 1 of 16, **replace:** "with attached Page 1 of 16 marked revised August 3, 2008".

This Letter of Clarification will be considered part of the solicitation referenced above.

Furthermore, it is the responsibility of each Supplier to obtain any Letter of Clarification associated with this solicitation.

Heather Shepherd  
Procurement Specialist  
Strategic Purchasing Division  
832.393.8752

DRH:hs



# CITY OF HOUSTON INVITATION TO BID

Issued: July 18, 2008

REVISED 8/6/08

## Bid Opening

Sealed bids, in duplicate, will be received by the City Secretary of the City of Houston, in the City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002 until **10:30 a.m. Thursday, August 28, 2008**, and all bids will be opened and publicly read in the City Council Chamber at 11:00 A.M. on that date for the purchase of:

**PADLOCKS, DOORLOCKS AND ASSOCIATED HARDWARE  
FOR THE  
VARIOUS DEPARTMENTS  
BID INVITATION NO. S42-S22964  
NIGP CODE: 450-55**

## Buyer

Heather Shepherd is the Buyer for this solicitation and she may be reached at 832-393-8752. Any questions regarding this solicitation should be submitted in writing to 713-247-1703 (fax) or via e-mail at [heather.shepherd@cityofhouston.net](mailto:heather.shepherd@cityofhouston.net).

## Electronic Bidding

In order to submit a bid for the items associated with this procurement, you must fill in the pricing information on the "PLACE BID" page.

## Pre-Bid

A Pre-Bid Conference will be held for all Prospective Bidders in the Strategic Purchasing Division, Conference Room No. 2, Basement, City Hall, 901 Bagby, Houston, Texas 77002 at 10:30 A.M. Wednesday, August 13, 2008.

All Prospective Bidders are urged to be present. It is the bidder's responsibility to ensure that they have secured and thoroughly reviewed all aspects of the bidding documents prior to the Pre-Bid Conference. **Any revisions to be incorporated into this bidding document arising from discussions before, during and subsequent to the pre-bid conference will be confirmed in writing by Letter(s) of Clarification prior to the bid due date. No verbal responses will otherwise alter the specifications, terms and conditions as stated herein.**

Bidding forms, specifications and all necessary information should be downloaded from the Internet at <https://purchasing.houstontx.gov>. By registering and downloading this bid document, all updates to this bid document will be automatically forwarded via e-mail to any registered bidder. This information may also be obtained from the office of the City Purchasing Agent, 901 Bagby, Basement, Houston, Texas 77002.

The place of the bid opening may be transferred in accordance with Paragraph B (5) of Section 15-3 of The Code of Ordinances, Houston, Texas. The bid opening meeting may be rescheduled in accordance with Paragraph B (6) of said Section 15-3.

The City reserves the right to reject any or all bids or to accept any bid or combination of bids deemed advantageous to it.

**CITY EMPLOYEES ARE PROHIBITED FROM BIDDING ON THIS SOLICITATION IN ACCORDANCE WITH THE CODE OF ORDINANCES SECTION 15 - 1.**

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